

## Attorney Guide to Claiming Exhibits (4/19/2010)

Under [LR 79.2](#) and [LCrR 55.2](#), the clerk may not release exhibits prior to final disposition of a case unless ordered to do so by the presiding judge. A case is deemed finally disposed of after the time to file an appeal has expired or, if an appeal is filed, after the appeal.<sup>1</sup> Exhibits may be claimed during the 60-day period following final disposition. **The clerk will discard exhibits that remain unclaimed after the 60-day period without additional notice.**

If you have questions about these procedures, please contact the courtroom deputy for the presiding judge.

### Claiming Exhibits

Please use the [court directory](#) on the court's website at [www.txnd.uscourts.gov](http://www.txnd.uscourts.gov) to contact the courtroom deputy for the presiding judge before visiting the clerk's office to claim your exhibits. This allows the courtroom deputy to verify that the exhibits may be released and to retrieve them from storage prior to your arrival. The presiding judge may require you to acknowledge receipt of the exhibits on a form that the courtroom deputy will provide.

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<sup>1</sup> **If No Appeal is Filed**, final disposition is 30 days after entry of a judgment on the docket in a civil case or 14 days after entry of a judgment on the docket in a criminal case

**If An Appeal is Filed**, final disposition is when the mandate is entered on the district court's docket sheet or the appeal is otherwise dismissed